

LIST OF EFFECTIVE PAGES					
PAGE #	CHANGE	PAGE #	CHANGE	PAGE #	CHANGE
i	0	1-2-12	0	1-2-57	0
ii	0	1-2-13	0	1-2-58	0
iii	1	1-2-14	0	1-2-59	0
iv	1	1-2-15	0	1-2-60	0
		1-2-16	0	1-2-61	0
TOC 1	1	1-2-17	0	1-2-62	0
TOC 2	0	1-2-18	0	1-2-63	0
TOC 3	1	1-2-19	0	1-2-64	0
TOC 4	0	1-2-20	1	1-2-65	0
		1-2-21	0	1-2-66	0
1-1-1	0	1-2-22	1	1-2-67	0
1-1-2	1	1-2-23	0	1-2-68	1
1-1-3	1	1-2-24	0	1-2-69	1
1-1-4	1	1-2-25	0	1-2-70	0
1-1-5	1	1-2-26	1	1-2-71	0
1-1-6	1	1-2-27	0	1-2-72	1
1-1-7	1	1-2-28	0	1-2-73	0
1-1-8	1	1-2-29	0	1-2-74	1
1-1-9	1	1-2-30	0	1-2-75	0
1-1-10	1	1-2-31	0	1-2-76	0
1-1-11	1	1-2-32	0	1-2-77	0
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1-1-13	1	1-2-34	0	1-2-79	0
1-1-14	1	1-2-35	0	1-2-80	0
1-1-15	1	1-2-36	0	1-2-81	0
1-1-16	1	1-2-37	0	1-2-82	0
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(1) The NAVCRUITDIST CO is responsible for ensuring an acceptable level of enlistment processing and contracting quality control is maintained by recruiters and processing personnel. This dictates that an adequate number DEP/residual kits be reviewed at least once per quarter. At a minimum, the CO must review 10 DEP/residual kits processed by each Navy Liaison Office within the district's boundaries each quarter. Emphasis should be placed on reviewing waiver residual kits. This requirement can be delegated to the Executive Officer (XO) or any commissioned officer holding a Department Head position. In addition, ten percent or five (whichever is the lesser number) prior service residual kits processed outside of the Navy Liaison Office must be reviewed each quarter. The Executive Review Check-Off Sheet located on the NRC directives page shall be utilized when conducting the quality control checks. Upon completion of the check, the CO or designated officer shall sign the cover of the residual file and the Residual Record/Quality Assurance (QA) Checklist, signifying that he/she has reviewed that residual file.

(a) NAVCRUITDIST COs. Waiver approval/disapproval documentation on DD Form 1966, Section VI, Remarks, must be granted in writing and contain specific guidance concerning scope, procedures, and criteria that are consistent with this instruction and acceptable to the CO.

(2) Enlisted Processing Division Supervisor (EPDS). Ultimately responsible for the QA and maintenance of all AC/RC residual records. The EPDS will account for the quality check (QC) of all records on a monthly basis. Verifies AC Dep-Out shipper residuals are QC'd within one working day. Verifies by last day of month, that residuals for RC gains contain a drill muster verification report and properly completed unit orders (NAVRES 1326/4) issued by the NOSC. Initials and dates residuals, assuring discrepancies and corrective actions have been addressed. With the classifier the EPDS will verify program eligibility to ensure applicants meet all moral and medical requirements for program guaranteed.

(3) Navy Liaison Office/Enlisted Classifier. Pre-enlistment/Pre-classifications. Prior to the Future Sailor being approved as ready for classification, the Navy Liaison office must verify BEERs documents against PRIDE MOD. Incorrect data must be corrected before approving for classification. Before completing a job sale, the enlisted classifier must verify data in PRIDE MOD against BEERs documents and MEPS physical. Incorrect data must be corrected before completing job sale.

(4) LPO/LCPO/Recruiter. Pre-enlistment/affiliation applications - Prior to the applicant enlisting or affiliating, initial and date and include a list of discrepancies and corrective actions on the backside of the residual/quality assurance checklist envelope.

**NOTE:** PRIDE MOD interfaces with other Navy Corporate IT Systems which create Pay and Personnel transactions for all new accessions. It is CRITICAL that all data entered into WEBRTOOLS and PRIDE MOD is accurate from the very beginning. Incorrect birth dates, misspelled names, etc. can result in new Recruits not being able to have an ID Card issued, or their pay not being started. Additionally, extensive rework is required to correct the mistakes. The DD Form 1966 Page 1 contains vital data that

is used to create the Enlisted Master File. Mistakes on these forms will result in extensive rework on behalf of the recruiter.

(5) **LPO/LCPO. Post- enlistment/affiliation** - Must recheck the kit for accuracy, again initialing and dating to include a list of discrepancies and corrective actions. This should be done within 3 working days to ensure timely submission of applicant paperwork to the appropriate channels/Navy Operational Support Center (NOSC). Training to deficiencies should take place during this process.

(6) Recruiter. The preliminary interview should reveal the applicant's desires toward assessment in the Navy or Navy Reserve; their age, dependency, date and character of last discharge, education, military service obligation, and other such information as may be required to determine eligibility. This information will be used or required to complete all the enlistment documents. During the initial interview, the recruiter will;

(a) Have the applicant sign the Privacy Act and Restrictions of Personal Conduct in the Armed Forces (USMEPCOM 601-23-4-E).

(b) Answer questions the applicant may have.

(c) Inform them of Navy benefits and Selected Reserve (SELRES) options.

(d) Provide any other information, as appropriate.

If the applicant appears eligible for a commission, refer the applicant to an officer recruiter.

(e) Fill out the Voter Registration Information (DD Form 2645)/Voter Registration Application. Instructions for completing these forms can be found in article 010211 of this Volume.

### **010103. VERIFICATION AND REPRODUCTION OF ORIGINAL DOCUMENTS**

a. When verifying an applicant's eligibility for enlistment, the CO-designated personnel must sight and sign reproduced copy/s of all original supporting documents and shall enter the appropriate information in Section VI, Remarks, DD Form 1966. Examples:

**"I have personally sighted (Applicant's Name) original Social Security Number Card issued by the Social Security Administration. I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."**

---

**(Name, Rank, Title)**

**"I have personally sighted (Applicant's Name) original Birth Certificate issued by (Name of Official Agency). I certify the reproduced document is a true copy of the original and is provided for military records and reference purposes only."**

---

**(Name, Rank, Title)**

**"I have personally sighted (Applicant's Name) original High school diploma/transcripts issued by (Name of School). I certify the reproduced document is a true copy of the original and is provided for military records and references purposes only."**

---

**(Name, Rank, Title)**

b. When original documents are obtained for applicants that originally processed with a NUMI printout or "Will grad" letter, a 1966/4 entry must be generated by the CO-designated personnel.

c. Original documents required to be sighted and reproduced for entry into the member's service record must be performed per the NAVCRUITDIST CO's policy for copy certification. The entry will be entered in Section VI of the DD Form 1966/4.

Note: Documents relating to dependents such marriage certificate, dependents social security cards, etc. must be sighted.

#### **010104. U. S. NAVY ENLISTED SERVICE RECORD (NAVPERS 1070/600)**

EPDS or Classifier prepares the Enlisted service record on, or before, the date of enlistment. Stamp or print on the front: Navy Veteran (NAVET), Other Veteran (OSVET), or Special Recruit Company (e.g., St. Louis Cardinals Company, Chicago White Sox Company, USS ABRAHAM LINCOLN Company, Seabee Master Chief's Special Company), if applicable. Only list the Future Sailor's last name and last four digits of the social security numbers on the service record folder.

**Note:** The DEP service record becomes the enlisted service record when the Future Sailor enlists USN or starts inactive duty training or active for training as USNR. Record packets breakdown can be found in (USMEPCOM Service Liaison Accession Verification Packet Navy) Exhibit 010101. This exhibit is a guide and may be destroyed after accession (shipping). Copy numbers are indicated as follows:

(1) To the Delayed Entry Program (DEP) service record/enlisted service record. Insert enlistment documents in the DEP service record, as indicated, at the time of enlistment in DEP (if applicable) or in the enlisted service record at the time of enlistment USN (including NAVET/OSVET enlistees) or start of active duty for training as USNR.

(2) **Residual File.** In accordance with USMEPCOM Service Liaison Accession Verification Packet Navy (Exhibit 010101), correspondence and related papers, including; BEERs documentations, copies of reports of medical examinations, waivers, enlistment agreements, and other data shall be retained in the residual/check off list envelope for the appropriate program and kept at the NAVCRUITDIST or the MEPS.

(3) **Quality Control Residual.** The individual who does the quality control of the residual file signs this item. This review must be conducted within one working day of the time the enlistee begins active duty. The EPDS is ultimately responsible for ensuring the review is conducted. The EPDS signs for the residuals that he/she reviews for quality control. The EPDS must be notified immediately of any noted discrepancies and initiate appropriate action to alleviate any negative impact the discrepancy may have on the enlistee at RTC/Naval Training Center (NTC).

(4) **Prior Service Affiliation (Reserve Component) Residual Files.** The prior service residual file consists of a copy of all forms and documents listed in Article 010107 and on the residual envelope/check off list for the appropriate program. Additional forms or documents may be needed as required.

(a) A separate file will be maintained on all rejected applicants, and those who terminated processing.

(b) Navy Recruiting Districts (NRDs) shall maintain residuals on all applicants.

(c) Residual files will be maintained on a fiscal year basis, broken down by month, and arranged alphabetically, using the applicant's processing envelope. These files will be held for a minimum of two years from enlistment/affiliation and then destroyed, per SECNAVINST 5212.5.

(d) Residual files for rejected applicants, or applicant's who have terminated further processing, will be maintained for a minimum of six years, per the DODI 5400.7R.

(e) Residual files may be kept as paper copies, or stored electronically (DOD Certified Data Center, or encrypted on removable storage media). The paper copy of the residual may be destroyed after being transferred to an electronic storage device.

**Note:** In the event that a recruiter receives attainment credit for someone gained outside of their office (ie., cross country recruiting) it is still their responsibility to ensure they have a complete and correct residual on file. Also, if the recruiter re-gains an applicant who they still have a previous residual file on, a complete and correct up to date residual file will be maintained.

(5) **Quality Checking, or Pre-Enlistment/Affiliation and Post-Affiliation Paperwork.** At a minimum, all enlistment/affiliation applications will be checked by the recruiter, **LPO/LCPO**, and NRD Quality Assurance Supervisor / Reserve Coordinator,



prior to the applicant enlisting or affiliating. After enlistment or affiliation, the **LPO/LCPO** will once again check the kit for accuracy. This should be done within three working days to ensure timely submission of applicant paperwork to the appropriate Navy Operational Support Center (NOSC). The NRD Recruiting Operations Officer (R-OPS) will check all residual files by the last day of the month following the gain. Quality checking (a complete review [block by block] of each document, to include program eligibility, approval notes, all waiver possibilities, and rating requirements) of all residuals will be documented by the reviewer initialing and dating the enlisted residual envelope, including discrepancies and corrective actions. Noted discrepancies must be corrected within 30 days. Corrected copies will be placed into the residual file, with the original documents being provided to the appropriate NOSC for placement into the applicant's service record.

**Note:** NRD EPOs may delegate the quality checking of residual files, excluding the NRD Quality Assurance Supervisor and Reserve Coordinator (if part of the approval process).

#### **(6) Program Authorization Notes**

**Note 1:** Approved for the Navy Veteran (Navet) Program. Authority is granted for 90 days from the date of approval.

**Note 2:** Approved for the Recruiting Selective Conversion for Reenlistment Reserve (PRISE-R) Program. Authority is granted for 90 days from the date of approval. Ensure an Annex for a reenlistment, or a NAVPERS 1070/613 for an affiliation, is prepared.

**Note 3:** Approved for Reduction in Rate. Authority is granted for 90 days from the date of approval.

**Note 4:** Approved for the Direct Procurement Enlistment Program (DPEP). Authority is granted for 90 days from the date of approval. Ensure an Annex is prepared.

**Note 5:** Approved for the Other Service Veteran (Osvet) Program. Authority is granted for 90 days from the date of approval. Ensure an Annex is prepared.

**Note 6:** Reserve for future use.

**Note 7:** Reserved for future use.

**Note 8:** Navy Recruiting District (NRD) waiver is approved. For an enlistment, ensure a waiver entry is made on the DD Form 1966/3. For an affiliation, ensure a NAVPERS 1070/613 is prepared, annotating the waiver being approved.

8A Age Review  
8B DEP Discharge  
8C Civil  
8D Drug/Alcohol  
8E Reserved for future use  
8F Reserved for future use  
8G NRD Dependency waiver  
8H High Year Tenure (HYT)  
8I Reserved for future use  
8J Reserved for future use  
8K Reserved for future use  
8L Reserved for future use  
8M Reserved for future use  
N Reserved for future use  
8O Reserved for future use  
8P Reserved for future use  
8Q Other  
8R Reserved for future use  
8S Reserved for future use  
8T Tattoo  
8U Reserved for future use  
8V Reserved for future use  
8W Reserved for future use  
8X Reserved for future use  
8Y RE-Code Waiver  
8Z Reserved for future use

**Note 9:** Approved (NRC, NRFC, PERS, or PM).

9A ASVAB  
9B Reserved for future use  
9C Civil  
9D Drug/Alcohol  
9E Elapsed Time Waiver  
9F Reserved for future use  
9G Dependency  
9H High Year Tenure (HYT)  
9I Intel Program Manager  
9J NRC After-The-Fact (ATF)  
9K Reserved for future use  
9L BUPERS 32  
9M MA Program Manager  
9N NRFC (N1)  
9O Reserved for future use  
9P PERS-913  
9Q Other  
9R Reduction in Rate

9S Reserved for future use  
9T Reserved for future use  
9U UNSAT  
9V VTU only  
9W Reserved for future use  
9X Reserved for future use  
9Y RE-Code Waiver  
9Z Under height/weight

**Note 10:** Disapproved (NRC, NRFC, PERS, or PM).

10A ASVAB  
10B Drop Designator  
10C Civil  
10D Drug/Alcohol  
10E Elapsed Time Waiver  
10F Reserved for future use  
10G Dependency  
10H High Year Tenure (HYT)  
10I Intel Program Manager  
10J After-The-Fact (ATF)  
10K Does not meet program requirements  
10L BUPERS 32  
10M MA Program Manager  
10N NRFC (N1)  
10O Reserved for future use  
10P PERS-913  
10Q Other  
10R Reduction in Rate  
10S Reserved for future use  
10T Reserved for future use  
10U UNSAT  
10V VTU only  
10W Reserved for future use  
10X Not enough civilian experience  
10Y Not best qualified  
10Z Under height/weight

**Note 11:** Returned.

11A Returned with no action. Disapproved within the past six months.  
No significant change in application.  
11B Returned after dropping off hold list.  
11C Returned, dropped off hold at PERS.  
11D Returned at NRD request.  
11E Returned with no action. Kit exceeded maximum error limits.

- 11F Not medically qualified.
- 11G Returned at recruiter's request
- 11H Other

**EXHIBIT 010101. USMEPCOM SERVICE LIAISON ACCESSION VERIFICATION  
PACKET BREAKDOWN CHECKLIST- NAVY**

NLO	MEPS	DOCUMENTS	SUB-PACKET NUMBER			
			1	2	3	4
		1. Orders and any amendments	NA	4cy	cy	cy
		2. USMEPCOM – Navy Liaison Accession Verification Packet Breakdown Checklist	cy	O	cy	NA
		3. DD Form 2808 (Report of Medical Examination) with waiver (w) documents and all medical supporting documents (Sub-Packet 2 only)	O	cy	cy	NA
		4. DD Form 2807-1 (Report of Medical History)	O	cy	cy	NA
		5. USMEPCOM Form 40-1-15-E (Supplemental Health Screening Questionnaire	O	cy	cy	NA
		6. Audiogram	NA	O	cy	NA
		7. USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment)**	NA	O/cy	cy	NA
		8. DD Form 2807-2 (Medical Prescreen of Medical History)	NA	O	cy	NA
		9. USMEPCOM Form 40-8-1-R-E (HIV Antibody Testing Acknowledgement)	cy	O/cy	cy	NA
		10. DD Form 2005 (Privacy Act Statement – Health Care Records)	NA	O/cy	cy	NA
		11. DD Form 1966-(Record of Military Processing - Armed Forces of the United States)	O	cy	cy	cy
		12. DD Form 4-(Enlistment/Reenlistment Document – Armed Forces of the United States)	O	cy	cy	cy
		13. DD Form 2863 (National Call to Service)**	O	NA	cy	cy
		14. USMEPCOM PCN 680-3ADP (Processee/Enlistee Record)	O	cy	cy	NA
		15. SF 86 (Questionnaire for National Security Positions) or <b>PSI</b> printout version and SF 86A (Continuation Sheet for Questionnaires SF 86, SF 85P, and SF85)	NA	cy	cy	NA
		16. PSI Results/DIS Form 1 (Report of National Agency Check) (Manual PSI/SAC) or Tech Check Results	NA	NA	O	NA
		17. USMEPCOM Form 601-23-5-R-E (Introductory Preaccession Interview) not required Reserves**	NA	NA	O	NA
		18. USMEPCOM Form 40-8-R-E (Drug and Alcohol Testing Acknowledgement)	O	NA	cy	NA
		19. DD Form 214 (Certificate of Release or Discharge from Active Duty) or NGB Form 22 (Report of Separation), DD Form 215 (Correction to DD Form 214) and/or DD Form 220 (AD Rpt), or similar document**	cy	cy	cy	O
		20. DD Form 368 (Request for Conditional Release)**	O	cy	cy	cy
		21. DD Form 369 (Police Record Check)**	NA	cy	O	NA
		22. Birth Verification, Birth Certificate (or DD Form 372, if applicable)	cy	cy	cy	O
		23. DD Form 93 (Record of Emergency Data)	O	cy2	cy3	cy4
		24. DD Form 370 (Request for Reference)**	NA	cy	cy	NA
		25. NAVCRUIT 1133/97 (Parent Applicant Declaration Of Desertion)**	NA	O	cy	NA
		26. DD Form 2475 (DoD Educational Loan Repayment Program (LRP) Annual Application) **	cy	cy	cy	cy

**EXHIBIT 010101. USMEPCOM SERVICE LIAISON ACCESSION VERIFICATION  
PACKET BREAKDOWN CHECKLIST - NAVY**

NLO	MEPS	DOCUMENTS	SUB-PACKET NUMBER			
			1	2	3	4
		27. NAVCRUIT 1133/102 (Enlistment Bonus/Program Statements of Understanding) NAVRES Incentive Agreement 1-4, (New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reserve Incentives Program)**	O	cy	cy	cy
		28. NAVPERS 1070/613 (Admin Remarks) Start Guide page 13, Body fat page 13, etc.**	O	cy	cy	cy
		29. NAVPERS 1070/621 or 1070/622 (Agreement to Extend Enlistment)**	O	cy	cy	NA
		30. NAVCRUIT 1110/112 (New Accession Training (NAT) Statement of Understanding) **	O	NA	cy	cy
		31. NAVCRUIT 1110/113 (National Call to Service Program Statement of Understanding) **	O	NA	cy	cy
		32. NAVCRUIT 1130/13 (Enl Fin Statement)**	NA	NA	O	NA
		33. Nuclear Field Pre-ship-Screen Certificate**	NA	O	cy	NA
		34. NAVCRUIT 1133/39 (Waiver Brief Sheet) , NAVCRUIT 1130/21 (NFEW), NAVCRUIT 1130/20 (SPEW)**	NA	cy	cy	NA
		35. NAVCRUIT 1133/51 (Request for Evaluation of Non-Traditional Education Credentials and Foreign Education), NAVCRUIT 1130/121 (JOB Corps Certification)**	O/cy	cy	cy	NA
		36. Supporting education documents, such as diplomas, high school transcripts, college transcripts, GED, etc. as well as transcripts for NF/EA/HM and HMDA school applicants** (circle all that are included)	O/cy	cy	cy	NA
		37. NAVCRUIT 1133/52 or 1133/72 or 1133/117 (DD Form 4 Annexes)	O	cy	cy	cy
		38. Social Security Card (applicants)	NA	cy	cy	O
		39. NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program)**	O	cy	cy	cy
		40. Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)	O	cy	cy	cy
		41. NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate); NAVPERS 1740/7 (Family Care Plan Arrangements)**	NA	O/ cy	cy	NA
		42. NAVRES 1570/2 Satisfactory Participation Requirements for Naval Reservists (Required for all Drilling Reservist, accessing to Active Duty)	O	cy	cy	cy
		43. Proof of dependents (s) (birth certificates, marriage license, divorce decree, court documents, SSN card/NUMI printout)**	NA	cy	cy	O
		44. NAVCRUIT 1130/120 (US Navy Aberrant Behavior Screening Certificate)	O	cy	cy	cy
		45. USCIS Verification Document(s)**	cy	cy	cy	O
		46. Personnel Security Screening Questionnaire (PSSQ)**	NA	cy	cy	NA
		47. NAVCRUIT 1130/104 (US Navy Tattoo Screening Certificate)**	NA	cy	O	NA
		<b>NOTE:</b> Place <input checked="" type="checkbox"/> in the left column for documents that is included; Enter 'NA' for a document that is not required if it is Not Applicable; Enter 'NP' for a document that is required when it is Not Provided.*				
		<b>The Inclusion/Sequence of Checklist Verified By</b>				
		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Printed Name and Signature of USMEPCOM Representative</b> </div> <div style="width: 45%;"> <b>Service Representative Signature or Stamp</b> </div> </div>				

## LEGEND

O = Original  
cy = Copy

O/cy= Original or copy  
4cy = 4 copies  
cy2 = Copy #2

\*\*= Document is distributed “if applicable”  
NA = Distribution is Not Applicable

## INSTRUCTIONS

**Packet #1:** For packets shipped via U.S. Postal Service use: See NOTE 1

NAVY PERSONNEL COMMAND (PERS-313)  
5720 Integrity Drive  
Millington TN 38055-3130

Civilian carrier service: Federal Express, UPS, DHL, etc. use:

NAVY PERSONNEL COMMAND (PERS-313)  
5751 Honor Drive Bldg 769 Room 177  
Millington, TN 38055-3130

**Packet #2:** File in the enlisted service record for delivery to Recruit Training Command (RTC), Transient Personnel Unit (TPU) or the Navy Operational Support Center (NOSC), as applicable. See NOTE 2

**Packet #3:** Navy Recruiting District, Classifier/Interviewer (Residual File)  
Any remaining extraneous copies of forms/documents such as USMEPCOM Form 601-23-E, if applicable, and USMEPCOM Form 680-3A-E will be furnished to the Service Representative for the Recruiting Residual Files or for other disposition.

**Packet #4:** Applicant/Enlistee. The Service Representative will provide a copy of documentation to applicants upon DEP enlistment and a copy of updated documentation prior to departing from MEPS. All forms that list the recruiter/witness/enlisted classifier social security number (blocks 18k and 31d of the DD Form 1966 are examples) must be blackened out in the copy given to the applicant.

## FOOTNOTES

\*USMEPCOM Regulations 601-23, Chapter 8 contains procedures for preparing and distributing applicant accession packets.

1. The member's SSN must appear on all documents listed in Sub-Packet 1. If the SSN is not listed on the document, it must be legibly written on the document.
2. Per COMNAVRESFORINST 1001.5 submit gain packages to the NOSC within three working days of the effective date of assignment, which is the date orders to Inactive Duty Training (IDT) were signed.
3. For Navy Reserve affiliations/enlistments, the individual recruiter is responsible for mailing the original DD Form 1966, DD Form 4, and NAVRES 1326/4 to PERS-313. Copies of these forms will be part of the gain package to the NOSC as well as maintained in the residual file.

**010105. DISTRIBUTION OF ENLISTMENT DOCUMENTS and RESIDUAL MAINTENANCE**

a. A residual file is any correspondence and related papers, but not limited to investigations, reports of medical examination, birth certificates, waivers, police record checks, DEP Action Requests (DAR), enlistment documents and other enlistment data or papers.

(1) Residual files for qualified applicants are kept at the NAVCRUITDIST or the MEPS for a minimum of **two years** from the date of the accession (shipping)/affiliation and then destroyed per SECNAVINST 5212.5.

(2) Residual files for rejected applicants will be maintained for a minimum of six years per the DODI 5400.7R.

(3) Do not send residual files to the Federal Records Center.

(4) Correspondence with individuals requesting general information regarding enlistment in the AC/RC is filed alphabetically by last name and retained as a residual for a minimum of two years.

b. The MEPS is responsible for the breakdown and distribution of all enlistment documents received by the MEPS/Navy Liaison Office (NLO). MEPS will break down enlistment documents into packets and distributes them to the appropriate activities/individuals as prescribed by U. S. Military Enlistment Processing Command (MEPCOM) Regulation 601-23. Enlistment documents to be forwarded to MEPS must be placed loose (i.e., must not be fastened) into the enlisted service record to assist MEPS in breakdown and distribution. MEPS distribution of the enlistment documents is prescribed in Exhibit 010101.

**010106. DISPOSITION OF ENLISTED SERVICE RECORD AND MEDICAL DOCUMENTS**

a. Refer to Exhibit 010101, USMEPCOM SERVICE LIAISON ACCESSION VERIFICATION PACKET – NAVY for the proper packet breakdown for Future Sailors attending RTC and NAVET/OSVET enlistees (prior service applicants) going to TPU Great Lakes. For Future Sailors attending RTC and NAVET/OSVET enlistees, Packet 2 documents will be placed into an enlisted service record that only contains last name and first four of enlistees social security number.

b. For DEP-discharged personnel (including component changes), prepare DEP Discharge Page 13 with assigned discharge code, and return to Military Entrance Processing Stations (MEPS) for removal of DEP data from the MEPCOM MIRS database, along with all original USMEPCOM Forms 680-3A-E Series and original Medical forms (DD Form 2808, DD Form 2807-1 & DD Form 2807-2).



**010107. FORMS AND DOCUMENTS REQUIRED FOR ENLISTMENT**

a. The following identifies forms and documents required by recruiting personnel to effect enlistments, indicates applicants for which each form is normally required, and delineates the responsibility for the forms completion. Note: Post DEP forms are covered in Volume V.

Form or Document	Applicant for Which Normally Required	Responsibility
Orders and any amendment	All	MEPS/NLO
USMEPCOM – Navy Liaison Accession Verification Packet breakdown Checklist	All	MEPS/NLO
DD Form 2808 (Report of Medical Examination) with waiver documents, if applicable, and all medical supporting documents	All	MEPS/Recruiter
DD Form 2807-1 (Report of Medical History)	All	MEPS
DD Form 2807-2 (Medical Prescreen of Medical History)	All	Applicant /Recruiter
USMEPCOM Form 40-1-15-1-E (Medical History Provider Interview)	All	MEPS
Audiogram	All	MEPS
USMEPCOM Form 40-8-1-E (HIV Antibody Testing Acknowledgement)	All	MEPS
DD Form 2005 (Privacy Act Statement – Health Care Records)	All	MEPS
DD Form 1966 – Series (Record of Military Processing)	All	Recruiter/NLO
DD Form 4 – Series (Enlistment/Reenlistment Record)	All	MEPS/NLO
USMEPCOM Form 680-3A-E (Request for Examination)	All	Recruiter/NLO/MEPS
USMEPCOM PCN 680-3ADP (Processee/Enlistee Record)	All	MEPS/NLO
Recruiter's Enlistment/Reenlistment Checklist	All	Recruiter
SF 86 (Questionnaire for National Security Positions) or <b>PSI</b> Printout, and SF86A (Continuation Sheet for Questionnaires SF 86, SF86 and SF85 P)	All	Applicant/Recruiter/NLO
Personnel Security Investigation (PSI) Results, Defense Security Services Report of Single Agency Check (DSS SAC), Manual PSI/SAC, or Tech Check Results or Fingerprint Card (DD Form 258)	All	MEPS/NLO
USMEPCOM Form 40-8-E (Drug and Alcohol Testing Acknowledgement)	All	MEPS
Birth Verification, Birth Certificate (or DD Form 372, if applicable)	All	Recruiter
DD Form 93 (Record of Emergency Data)	All	MEPS

Form or Document	Applicant for Which Normally Required	Responsibility
Supporting education documents, such as diploma, high school transcripts, college transcripts, GED, etc.	All	Recruiter
NAVCRUIT 1133/52, 1133/72 or 1133/117 (DD Form Annexes)	All	NLO
NAVPERS 1070/613 (Admin Remarks) START Guide Page 13, Body Fat Page 13, etc.	All	Recruiter/NLO
Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)	All	Applicant/Recruiter
NAVCRUIT 1130/120 (Aberrant Behavior Screening Certificate)	All	Applicant/Recruiter
Social Security Card (applicants)	All	Recruiter
USMEPCOM Form 40-1-2-R-E (Report of Medical Examination/Treatment)	Applicant with a report of medical examination/treatment	MEPS
DD Form 2863 (National Call to Service)	NCS applicants	NLO
USMEPCOM Form 601-23-5-R-E (Introductory Pre-Accession Interview ) not required for Reserves (DNV)	Active component (DNR) applicants	MEPS
DD Form 214, DD Form 215, DD Form 220, NGB Form 22, or similar document	Prior service applicants	Applicant/Recruiter
DD Form 368 (Request for Conditional Release)	Reserve component members	Recruiter
DD Form 369 (Police Record Check)	Nuke Field applicants and applicants requiring a waiver (except medical)	Recruiter
DD Form 370 (Request for Reference)	NAVCRUITCOM waivers	Recruiter
NAVCRUIT 1133/97 (Parent Applicant Declaration of Desertion)	17yo applicant with a deserted parent	Recruiter
DD Form 2475 (DoD Educational Loan Repayment Program (LRP) Annual Application)	LRP applicants	Applicant/Recruiter/NLO
NAVCRUIT 1133/102 (Enlistment Bonus/Program Statements of Understanding); NAVRES Incentive 1-4 (New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reverse Incentives Program	Applicants receiving an enlistment bonus	Classifier
NAVPERS 1070/621 or 1070/622 (Agreement to Extend Enlistment)	When additional obligated service is required	Classifier/NLO
NAVCRUIT 1110/112 (New Accession Training (NAT) Statement of Understanding	NAT applicants	Classifier
NAVCRUIT 1110/113 (National Call to Service Program Statement of Understanding)	NCS applicants	Classifier
NAVCRUIT 1130/13 (Enlisted Financial Statement)	Applicants with dependents	Applicant/Recruiter

Form or Document	Applicant for Which Normally Required	Responsibility
Nuclear Field Pre-Ship Screen Certificate	Nuclear Field applicants	Classifier
NAVCRUIT 1133/39 (Waiver Brief Sheet), NAVCRUIT 1130/21 (NFEW), NAVCRUIT 1130/20 (SPEW)	Waiver or eligibility determination is required	Recruiter/NLO/Classifier
NAVCRUIT 1133/51 (Request for Evaluation of Non-Traditional Education Credentials and Foreign Education)	Applicants with non-traditional education or foreign education	Recruiter
NAVCRUIT 1130/121 (JOB Corps Certification)	Applicants with JOB Corps Training	Recruiter
NAVCRUIT 1133/75 (Statement of Understanding Loan Repayment Program)	Receiving LRP	Classifier
NAVPERS 1740/6 (Family Care Plan Certificate); NAVPERS 1740/7 (Family Care Plan Arrangements)	Military married to military with dependent children and single parents	Applicant/Recruiter
NAVRES 1570/2 (Satisfactory Participation Requirements for Naval Reservist)	Drilling Reservist, accessing to active duty	Recruiter
Proof of dependent(s) (birth certificates, marriage license, divorce decree, court documents, SSN card/NUMI printout)	Applicants with dependents	Recruiter
USCIS Verification Document(s)	Applicants born abroad of US parents or immigrant aliens	Recruiter
Transcripts for Nuclear Power/Engineering Aide/Dental Technician and Hospital Corps School applicants	Applicants going into the listed programs.	Recruiter
Personnel Security Screening Questionnaire (PSSQ)	List of required ratings located in Volume IV	Classifier
NAVCRUIT 1130/104 (U.S. Navy Tattoo Screening Certificate)	Applicants with body art or removal of body art	Recruiter/NLO
NAVCRUIT 1133/78 (Handwritten Statements)	When required, located in Volume II	Applicant/Recruiter
MEPCOM Form 601-23 (Report of Additional Information)	Disclosure of information during MEPS processing	NLO/MEPS
Enlisted Waiver Checklist	Checklist for higher level waivers	Recruiter/NLO
Letter of Waiver of Veteran Administration (VA) Disability Compensation	Applicants drawing allowance or have a claim for disability compensation	Recruiter
NAVCRUIT 1133/103 (Exception to Policy/DEP extension request)	Applicant with a change in eligibility status	NLO
NAVCRUIT 1133/108 (00J Legal Determination Cover Sheet)	Legal determination required prior to processing	NLO
Credit Check Release Consent	Enlisting in an Intel rating	Classifier
Point Capture Sheet	To determined prior service eligibility	Recruiter

b. List of Required Forms and Documents by Program for SELRES Recruiting as Applicable

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
Recruiting Quality Assurance Sheet	X	X	X	X	X	X
NAVPERS 1070/602 (Dependency Application/record of Emergency Data)	X	X	X	X	X	X
NAVRES 1570/2 (Satisfactory Participation requirements for Navy Reservists Satisfactory Participation Requirements/Record of excused absences)	X	X	X	X	X	X
NAVRES 1326/4 (Enlisted Inactive Duty Training Orders to a Navy Reserve Unit)	X	X	X	X	X	X
OPNAV 5350/1 (Drug and Alcohol Abuse Statement of Understanding)	X	X	X	X	X	X
DD 2058 (State of Legal Residence)	C	C	C	C	C	C
DD 2807-1 (Medical History)	X	X	X	X	X	X
DD 2808 (Medical Exam)	X	X	X	X	X	X
IRS W4 – Employee withholding allowance Certificate (Form W4)	C	C	C	C	C	C
DD 2645 (Voter Registration Information)	R	R	R	R	R	R
SGLV 8286 (Servicemember's Group Life Insurance Election and Certificate)	C	C	C	C	C	C
NAVCRUIT 1131/45 (HIV Statement of Understanding)	X	X	X	X	X	X
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X	X	X
SSN Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
Education Verification (when DD Form 214 is not provided)	X	X	X	X	X	X
PRT/IFA Results	X	X	X	X	X	X
SF 1199A (Direct Deposit Sign up Form)	C	C	C	C	C	C
NAVPERS 1070/613 (Accession in Lieu of Recommendation)	X	X	X	X	X	X
Senior Enlisted Leader endorsement from gaining unit for Cryptology/Intel Ratings.	O	O	O	O	O	O
Drill Verification	R	R	R	R	R	R
DD Form 4 (Enlistment/Reenlistment Document – Armed Forces of the United States)		C	C	C	C	C
DD Form 1966 (Record of Military Processing – Armed Forces of the United States)		X	X	O	X	O
USMEPCOM 601-23-4-E (Restrictions on Personal Conduct in the Armed Forces)		X	O	O	O	O
Resume (Worksheet)		O				X
NAVCRUIT 1133/120 (Direct Procurement Enlistment Program (DPEP) Application)						X

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
Point Capture Sheet	0	0	0	0	0	0
DD 370 (Request for References)	0	0	0	0	0	0
NAVCRUIT 1133/78 (Handwritten Statement(s))	0	0	0	0	0	0
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)	0	0	0	0	0	0
NAVPERS 1740/7 (Family Care Plan Arrangements)	0	0	0	0	0	0
DD 369 (Police Record Check)	0	0	0	0	0	0
NAVCRUIT 1133/39 (Waiver Brief Sheet)	0	0	0	0	0	0
NAVCRUIT 1130/104 (U.S. Navy Tattoo Screening Certificate)	0	0	0	0	0	0
NAVPERS 1070/615 (Honorable Discharge from the United States Navy Reserve)	0	0	0	0	0	0
NAVCRUIT 1130/13 (Enlistee Financial Statement)	0	0	0	0	0	0
Marriage License	0	0	0	0	0	0
Divorce Decree(s)	0	0	0	0	0	0
Dependent(s) Birth Certificate(s)	0	0	0	0	0	0
Personnel Security Screening Questionnaire (PSSQ)	0	0	0	0	0	0
Credit Check Consent Form	0	0	0	0	0	0
NAVPERS 1070/613 (High Year Tenure)	0	0	0	0	0	0
NAVPERS 1070/613 (Reserve Reduction in Rate)	0	0	0	0	0	0
NAVPERS 1070/613 (Dual Compensation)	0	0	0	0	0	0
NAVPERS 1070/613 (Severance Pay)	0	0	0	0	0	0
NAVPERS 1070/613 (PRCs not sent)	0	0	0	0	0	0
NAVRES 1326/2 (Enlisted Application & Orders To A Navy Reserve Unit Termination/Modification)	0	0	0	0	0	0
NOSC Endorsement(s)	0	0	0	0	0	0
NAVPERS 1070/613 (Waiver Authorization Recording)	0		0	0	0	0
SF 86 (Questionnaire for National Security Positions)		0	0	0	0	0
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680		0	0	0	0	0
Certificate(s)/License(s)		0	0	0	0	0
USMEPCOM 680-3AE (Request for Examination)		0	0	0	0	0
NAVPERS 1070/613 (Elapsed Time Waiver)		0				
DD 368 (Request for Conditional Release)			0		0	0

Forms and Documents	NVT AFF	NVT ENL	OSV DC	NAVET PRISE R	OSV PRISE R	DPEP
NAVPERS 1070/613 (PRISE R – with Class “A” school)				O	O	
NAVPERS 1070/613 (PRISE R – without Class “A” school)				O	O	
NAVRES Incentive Agreement 1-3, Oct 09 (Written Agreement For the Navy Reserve Reenlistment/Extension Bonus)		O	O	O	O	O
NAVRES Incentive Agreement 1-2, OCT 10 (Written Agreement For the Navy Reserve Affiliation Bonus)	O		O	O	O	

### Legend

“X” Document must be submitted with the application kit and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy shall be retained in the residual file.

“O” Submit document with the application kit only if required due to the applicant’s eligibility status and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy of this document shall be retained in the residual file.

“R” A copy shall be retained in the residual file.

“C” Original document must be forwarded to the appropriate service record Holder, Naval Reserve Activity upon accession. A copy shall be retained in the residual file.

**Note:** Use the following verbiage for all 1070/613 affiliation waivers:

**Affiliation Waiver(s) for (type of waiver(s)) granted by (level of authority) on (date)**

\_\_\_\_\_  
(Signature of Approving Authority)

## c. List of Documents Required for SELRES Recruiting Waiver Submission

Forms and Documents	UNSAT	HYT	DEPN	RE-CODE
Recruiting Quality Assurance Sheet	X	X	X	X
DD 2807-1 (Medical History)	X	X	X	X
DD 2808 (Medical Exam)	X	X	X	X
DD Form 214 (Certificate of Release or Discharge from Active Duty)	X	X	X	X
All separation narrative documents	O	O	O	X
NAVPERS 1070/615 (Honorable Discharge from the United States Navy Reserve)	O	O	O	O
DD 370 (Request for References)	X	X	X	X
NAVCUIT 1133/78 (Handwritten Statement(s))				
Why Navy?	X	X	X	X
Why you got out?	X	X	X	X
Police Involvement	X	X	X	X
Drug Usage	X	X	X	X
What have you been doing?	X	X	X	X
Child Support Order/Divorce Document(s)			X	
NAVPERS 1740/6 (Department of the Navy Family Care Plan Certificate)			X	
NAVPERS 1740/7 (Family Care Plan Arrangements)			X	
DD 369 (Police Record Check)				X
NAVCUIT 1133/39 (Waiver Brief Sheet)	X	X	X	X
NAVCUIT 1130/13 (Enlistee Financial Statement)			X	
Proof of Spouses Income			X	X
PRT/IFA Results	X	X	X	X
NAVPERS 1070/613 (High Year Tenure)		X		
NAVPERS 1070/613 (Reserve Reduction in Rate)		X		
NAVPERS 1070/613 (Dual Compensation)				X
NAVPERS 1070/613 (Severance Pay)		X		X
NOSC Endorsement(s)	X			
SF 86 (Questionnaire for National Security Positions)	X	X	X	X
ASVAB Test Scores, Reenlistment Eligibility Data Display (REDD) Response, MIRS 680	X	X	X	X
USMEPCOM 680-3AE (Request for Examination)				X
NAVPERS 1070/613 (Elapsed Time Waiver)				X
DD 368 (Request for Conditional Release)	X	X	X	X

- “X” A copy of this document must be submitted with the application for accession/waiver and retained in the residual file. For “Touch & Go applications, the initial contacting recruiter will complete these documents.
- “O” Submit document with the application kit only if required due to the applicant’s eligibility status and forwarded to the appropriate service record holder, Naval Reserve Activity upon accession. A copy of this document shall be retained in the residual file.



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(28) **Item 24. RIGHT THUMBPRINT.** Use this block for the first attempt of the right thumbprint. Affix the thumbprint with the thumbnail pointed to the left. If a second attempt is required, turn the USMEPCOM Form 680-3A-E over (top of the form on the bottom) and affix the right thumbprint on the upper right corner with the thumbnail pointed to the left).

(29) **Item 25. APPLICANT CERTIFICATION IN PRESENCE OF RECRUITING PERSONNEL.** All applicants must indicate whether they have taken an ASVAB test for any Service, to include the ASVAB 14 (Student) test and, if so, where and when. By signature, the applicant must attest to this and to the personal data shown. False certification could result in the examination being invalidated or in a delay of their processing.

(a) “X” if the applicant has never been tested under the enlistment or student ASVAB program.

(b) “X” if the applicant was ever tested under the ASVAB program and indicate the most recent date tested as well as the place the applicant was administered the Student test. The date must be valid and in YYYYMMDD format.

(c) “X” if requesting a “high school look-up.”

(d) “X” if the applicant desires to keep the scores from the Student ASVAB identified in *Item 25c*.

(e) Enter the name of the high school the applicant is currently attending (if applicable) or the last high school attended.

(f) The applicant signs, enters his or her Social Security Number, and dates this entry.

(30) **Item 26. APPLICANT’S CURRENT MEDICAL INSURER NAME.** Enter the name of the applicant’s current medical insurance company. If none, the applicant must sign his/her complete name to affirm that he/she has no current medical insurer.

(31) **Item 27. APPLICANT’S CURRENT MEDICAL PROVIDER NAME.** Enter the name of the applicant’s current medical provider (primary physician or hospital). If none, the applicant must sign his/her complete name to affirm that he/she has no current medical provider.

(32) **Item 28. MEDICAL INSURER ADDRESS.** If a medical insurer is identified in *Item 26*, enter the company’s complete address including zip code.

(33) **Item 29. MEDICAL PROVIDER ADDRESS.** If a medical provider is identified in *Item 27*, enter the provider’s complete address including zip code.

attention of the EPDS and that the completed DD Form 369s are placed in the applicant's kit. Applicants and non-recruiting personnel are prohibited from hand carrying or running PRC's, DD Form 369.

(10) If complete investigation reports for applicants listing out of town residences cannot be procured directly from the civil authorities concerned, request assistance from the Navy recruiting activity located in or near that city.

(11) All recruiting activities that originate out of town PRC's, are authorized to use law enforcement telecopy/teletype facilities where access is feasible and permitted in place of DD Form 369. The hard copy of the request and response message is acceptable for verification of completion of the record check.

**c. Instructions for Completing DD Form 369 Section I**

Item	Entry
1. Date of Request.	Date sent.
2. Name of applicant.	Full name-last (all caps), first and middle, maiden name if any, Jr., Sr., etc. and all alias names.
3. Sex.	Check or "X" for male or female.
4. Place of Birth.	Enter place of birth - city, county, and state.
5. Date of Birth.	Enter date of birth.
6. Ethnic.	As in Item 8 of DD Form 1966.
7. Social Security Number.	Enter verified Social Security Number.
8. Address in Addressee's Jurisdiction.	Enter address where applicant lived while in the jurisdiction listed in the "Mail to" block (bottom left). Enter number and street, city, state, and ZIP Code. Continue <i>Item 8</i> on the reverse, if space is insufficient. If applicant never lived within the jurisdiction in "Mail to" block, enter <b>none</b> .
9. Dates resided at this address.	Enter the date applicant resided at the address in number 8 above - from and to. Item 8 may be continued on the reverse.
10. Person making this request.	Type in originator's name, rate, and service. Originator is normally the recruiter, but may be the Enlisted Processing Division Supervisor, MEP's Liaison Petty Officer or Waiver Petty Officer, for the special cases in 4.5.4d, and/or when time constraints (such as imminent ship date or distant recruiter) preclude assignment of the task to the recruiter. This is usually for police record checks in connection with a program requirement not previously known to the recruiter, police record checks required as the result of an additional disclosure, or police record checks required as result of early DEP OUT.

d. **Section II.** Have applicant read Privacy Act and consent statement and sign in the signature block. **Any applicant who refuses to sign this consent statement must be rejected.**

e. **Section III.** The police or juvenile agency completes blocks 12 through 15.

(1) **Prior Service (PS).** When required, employer references shall be requested from each employer listed on the **SF 86** the applicant has worked for the last three years. If the number of employers is greater than three during this period, only the most recent three employer references may be requested.. To assist in making an enlistment eligibility determination for PS processing for DPEP, the following will be included in the REMARKS section:

(a) “Is the applicant a full-time employee? Yes or No (Circle one). If no, how many hours per week does he/she work for you? \_\_\_\_\_

(b) “Has the applicant had supervisory experience? Yes or No (Circle one) . If YES, how many years of experience? \_\_\_\_\_ How many people supervised? \_\_\_\_\_

(c) “Please indicate your telephone number for use if additional information is needed concerning the applicant.” \_\_\_\_\_

e. **Request School References.** A school reference is required when the applicant has no employment during the three years preceding application for enlistment. A school reference, however, is not required if the applicant has never been employed, is an HSDG and has not attended school for more than three years since graduation from high school.

**Privacy Act Sensitive.** Criminal history information received under Title 10 U. S. C. 520a and references obtained from employers/school officials are confidential, and a person who has had access to any information received shall not disclose such information except to facilitate military recruiting.

f. **Instructions for Completing DD FORM 370**

(1) **To Block.** This is the address of the Recruiting Office.

(2) **Applicant Identification Data.** Self-explanatory.

(3) **Recruiting Officer Identification Data.** Self-explanatory.

(4) **Blocks 10 through 19.** Self-explanatory. To facilitate contact with reference, should additional information concerning the applicant be needed, write the following in the Remarks block of DD Form 370:

**"Please use this remarks section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence. Please indicate your telephone number for use if additional information is needed concerning the applicant."**

d. DD Form 372 may be used to ship an individual only in cases where primary birth verification documents don't exist and secondary evidence must be relied upon. Shipping with a DD Form 372 is not authorized when primary documents exist regardless of any delay in obtaining the documentation.

### **010209. RECORD OF MILITARY PROCESSING – ARMED FORCES OF THE UNITED STATES (DD Form 1966)**

a. **Use of Form.** DD Form 1966 standardizes the information collected and the manner in which it is recorded among the services. DD Form 1966 is the basic source document for collecting and documenting of information required to decide enlistment and program eligibility at each stage of the enlistment process (recruiter, classifier, waiver interview, MLPO, etc.). The form is prepared with an accompanying *Personnel Security Investigation* (Standard Form 86).

b. **Distribution.** DD Form 1966 and SF 86 printout are distributed at the time of enlistment as follows:

(1) Upon enlistment USN or upon commencement of active duty/active duty for training (ACDU/ADT) USNR:

- (a) Original to PERS 312C
- (b) 1<sup>st</sup> Copy – File in enlistee's service record.
- (c) 2<sup>nd</sup> Copy – Retain in NAVCRUITDIST residual file.
- (d) 3<sup>rd</sup> Copy – Deliver to enlistee.

(2) Upon enlistment USN Delayed Entry Program (DEP) or other USNR programs with delay in Active Duty (ACDU)/Initial active duty training (IADT) place all copies (except 3<sup>rd</sup> copy) of DD Form 1966 and SF 86 printout in the enlisted service record and retain until date of USN enlistment or start of active duty or ACDU/IADT. Deliver 3<sup>rd</sup> copy to enlistee.

#### **c. Procedures for Completing DD Form 1966**

(1) The recruiter completes Items A thru D, 1-15, 17d-17e, 18k, 20-31 and 35-41. Navy Processing personnel completes Items 16-19, 32-34, and Section VI.

(2) DD Form 1966 must be typed or printed using black ink ballpoint pens. Corrections are not allowed in *Item 2* or any item that requires the applicant's initials. Corrections in other areas may be made by drawing a neat straight line through the incorrect information in the item. All changes made to *Items 2-17* and *22-32a* **after** DEP-in must be made in Section V (see Sec. V).

**8. Item 17h. DEP Enlistment Waiver Codes.** Record waiver codes for waivers granted to applicants during DEP processing. Enter “YYY” if no waiver is required. (Refer to Waiver Code Table under Item 18f.)

**9. Item 17i.** Enter paygrade in three-character code. Enter “E” for Enlisted with second and third characters for paygrade level as follows:

E1 = E01	E4 = E04	E7 = E07
E2 = E02	E5 = E05	E8 = E08
E3 = E03	E6 = E06	E9 = E09

**10. Item 17j.** List the DD Form 4 annexes applicable to the member’s enlistment options (A, B, C, etc).

**11. Item 17k (also 18d).** Enter the member’s military service obligation (MSO). This will be “0800” for all non-prior service applicants. For prior service members, enter the member’s enlistment program service obligation or the member’s remaining MSO, whichever is greater.

**Note:** For Reserve Applicants: Refer to MILPERMAN ART 1160-030 for proper reenlistment bonus requirements or contact CNRFC Code N11.

**12. Item 17l.** Enter member’s enlistment service obligation for the program in which enlisting. For non prior service USN applicants and FTS applicants enter 0400. For NAT accessions, enter 0026.

**(c) Item 18. Accession Data.** Navy processing personnel **will complete this section five working days prior to member commencing USN or USNR.** Navy processing personnel will submit the DD Form 1966/1 after completion to MEPS personnel for data entry and request a revised print out of the DD Form 1966/1.

**1. Item 18a.** Date of enlistment in YYYYMMDD format. For USNR Programs (NAT, NCS and FTS/TEP) this date should be the same as enlistment date entered in *Item 17a.*

**2. Item 18b.** Active Duty Service Date. Enter eight characters in YYYYMMDD format. For personnel with no prior active military service, enter the current ACUD enlistment date when enlisting USN or the date ACUD starts for applicants enlisting USNR (NAT, NCS and FTS/TEP). For NAVETs, OSVETs and applicants with prior service such as SAMs, National Guardsmen, and other service Reserve enlistments, the Active Duty Service Date is computed by subtracting from the current enlistment date all prior periods of active duty/Initial Active Duty for Training (IADT), plus adding, to that figure, periods of lost time. Periods of active duty for training are considered active military service. An example is an OSVET who enlists on 11 September 1987, has three years prior service, and no lost time. The Active Duty

Service Date for this applicant is 11 September 2004. Subtract three years from 11 September 2007.

**3. Item 18c.** Pay Entry Base Date (PEBD) in YYYYMMDD format. If enlistee has no prior military service, this date is the same day that the applicant starts active duty. If enlistee has prior military service, a **PS 2612 or NEC 9586** must compute the PEBD. It is absolutely imperative that this date be computed correctly to avoid both personnel and disbursing problems at the Transient Personnel Unit (TPU) and at the member's initial permanent duty station. In each and every case, the **DoD Financial Management Regulation Volume 7A, Chapter 1 Art. 0101** (DoD FMR,) must be consulted. This publication is available online at <http://www.dfas.mil/>. By clicking on the "Reference Library" icon, then the "Regulations Guides" icon, and finally the "DoD FMR" icon you can search, view and print the detailed instructions for computing a PEBD. To determine PEBD examine the *Certificate(s) of Release or Discharge from Active Duty* (DD Form 214 copy 4), and other documentation provided by Reserve or National Guard unit and then consult the DoD FMR keeping the following general rules for computation of a PEBD in mind:

a. Creditable service includes active or inactive service in any of the following active and respective reserve components: USN, USMC, USAF, USA, USCG, Air National Guard, and Army National Guard.

b. DEP time does not count for computation after 31 December 1984.

c. Remember to make sure Lost Time was made up by checking that the original Enlisted Active Obligated Service (EAOS) was adjusted for all periods of Lost Time.

d. Start computation from most recent period of service and work backwards.

e. Adjust PEBD forward for any periods of non-affiliated time.  
Generic examples for computation of the PEBD for most of the NAVETs/OSVETs that return to active duty would be similar to the following scenarios:

**Example 1:** Member initially enlisted in DEP on 950815 incurring an eight year Military Service Obligation (MSO) and accessed to active duty on 950910. Member was released in inactive duty (USNR Individual Ready Reserve) on 990909 completing four years day-for-day active service. Member remains in the USNR IRR until 001003 and then re-enlists on active duty 001004 to transfer to TPU for further transfer to initial duty station. In this case the member's PEBD would remain 950910 and would not have to be adjusted. Because of the eight year MSO he was always affiliated with creditable service.

or

**Example 2:** Member initially enlisted in DEP on 900710 and accessed to active duty on 900804. Member was released to inactive duty (USNR IRR) on 940803 completing four years day-for-day active service. Member remains in the USNR IRR until completion of his eight year MSO on 980709. Member re-enlists on active duty 000915 to transfer to TPU for further transfer to initial permanent duty station. In this case the member's PEBD would have to be adjusted forward to 921010 to reflect the period of time that he was not affiliated with the military and thereby cannot be creditable for computation of a PEBD. The computation would look like this:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Day Prior to Re-enlistment:	00	09	14
Last Day of Creditable Service:	(-) 98	07	09
Time in Non-Creditable Status:	02	02	06
Original PEBD:	90	08	04
Non-Creditable Time:	(+) 02	02	06
Adjusted PEBD:	92	10	10

Remember that each case must be evaluated on its own merits and all personnel holding the NEC (2612 or 9586) computing PEBDs must review the DoD FMR article for specific instructions regarding which periods of service are creditable and for how to compute PEBD.

**4. Item 18d.** Enter the same data used in item 17k.

**5. Item 18e.** Enter the years of obligation in which enlisting. For example: 04000000 for all active duty programs (to include full time support program). Do not count extensions. Compute active duty obligation for NAT enlistees based on their expected active duty service period. Use one month and four weeks for recruit training and add the expected period of time to complete Class "A" School. For the example used in item 17i, the entry for item 18e would be 01070100. Enter 02000000 for PRISE III applicants and enter 03000000 thru 06000000 for all NAVET/OSVET applicants.

**6. Item 18f. (Accession Waiver Codes)** Record all waivers granted for the applicant (include all waivers listed in 17h plus any additional waivers granted in DEP. Enter a three-character waiver code(s) by selecting the appropriate code listed below.



7. **Item 19. Blocks 8, 9 and 10:** Males accessioned over 22 percent body fat and females accessioned over 33 percent body fat will have the following codes:

CODE	EXPLANATION
M23	Male accession with 23 percent body fat
M24	Male accession with 24 percent body fat
M25	Male accession with 25 percent body fat
F34	Female accession with 34 percent body fat
F35	Female accession with 35 percent body fat
F36	Female accession with 36 percent body fat
000	Male or Female accessioned within weight standards

8. **Item 19. Blocks 11, 12, 13, 14, 15 and 16:** Enter in six digits (YYMMDD) format the date on which last discharged. For Future Sailors with no prior military service as well as USNR Future Sailor enter 000000. For USN Future Sailors returning from DEP, enter the date prior to their current active duty date.

9. **Item 19. Blocks 17 and 18:** Enter the two-digit code for the branch and class of Federal Service from which last discharged. For USN Future Sailors who are in the Delayed Entry Program use “32” unless they have prior active service. If applicant has no prior military service, enter “99”.

Branch	Class	Code
<b>USN</b>	Regular (To include Direct PS).....	11
	Native .....	15
	Retired (Temporary Disability Retired List) .....	18
	Navy Inductee .....	23
	Navy Medical Inductee .....	25
	Active (Naval Reserve Direct Procurement Enlistment).....	26
<b>USNR</b>	Ready (Enlisted in USN and upon completion of specific period of enlistment was transferred to USNR-R to complete remaining obligated service).....	19
	Ready (Returning USN DEP) .....	32
	Enlisted Volunteer .....	31
	Standby – 1(Federal Key Employees) .....	41
	Standby – 2(Navy IRR-not eligible for points or promotion).....	51
<b>USA</b>	Regular .....	71
<b>USAR</b>	Reserve .....	72
	National Guard .....	73
<b>USAF</b>	Regular .....	75
<b>USAFR</b>	Reserve .....	76
<b>USANG</b>	Air National Guard .....	77
<b>USCG</b>	Regular .....	81
<b>USCGR</b>	Reserve .....	82
<b>USMC</b>	Regular .....	85
<b>USMCR</b>	Reserve .....	86
	All others (USNR DET)/No prior Federal Service .....	99

**10. Item 19. Blocks 19 and 20:** Enter appropriate two digits Type Acquisition Code from the following:

<u>Category</u>	<u>Code</u>
<b>Chargeable (male only)</b>	
QUEBEC – Enlisted in the Navy Accession Program (NAT) <b>Male</b> .....	10
QUEBEC - (No prior service or has prior active service of less than 84 consecutive days in other than USN or USNR).....	11
QUEBEC - (Prior USN or active USNR (except SAM) service less than 84 consecutive days active duty/active duty for training .....	12
QUEBEC - (Prior Naval Service, other than DEP, no prior active service .....	13
QUEBEC – MUSICIAN .....	14
QUEBEC - Musician applicant who failed the musical audition and who enlists for general service or in another special program - <b>do not</b> use this code for applicants who request to be returned home and who at a later date, after arrival at home, enlist in USN .....	15
QUEBEC Navy Inductee .....	16
QUEBEC - (Prior Naval Reserve service, no prior active service Returning DEP).....	17
Male - FTS Enlisted Program (with or without delayed active duty) .....	19
Male - National Call to Service Program .....	20
<b>Non-chargeable (male only)</b>	
ROMEO - Prior regular Navy Service (Reenlisting under broken service conditions) .....	21
ROMEO - Prior active USNR service (Includes 4 or more months Active Duty or Training).....	22
ROMEO - Prior Navy Inductee service.....	23
ROMEO - Prior other service (other than USN or USNR) .....	24
ROMEO - Prior service (other than USN or USNR) accepted for enlistment temporarily in DEP USNR .....	25
ZULU - Male reenlisting under continuous service conditions (over 24 hours but within 3 months).....	32
Female - Recruit enlistment USN .....	41
Female - Reenlisting USN under continuous service conditions (within 3 months).....	43
Female - Reenlisting USN under broken service conditions (over 3 months) ....	44
Female - First enlistment USN, prior Naval service other than DEP.....	45
Female - First enlistment USN, prior other service .....	46
Female - First enlistment USN, prior Naval Reserve Service, no prior active service (Returning DEP).....	47
Female - FTS Enlistment Program .....	49
Female - Enlisted in the Navy Accession Program (NAT).....	50
Female – National Call to Service Program .....	51

**11. Item 19. Blocks 21 and 22:** Enter Branch and Class Code

<b>USN</b>	<b>11</b>
<b>USNR</b>	<b>32</b>

**12. Item 19. Block 23:** Enter the appropriate Military Obligation Designator Code from the following list:

<b>MOD</b>	<b>Category of Enlistee Code</b>	<b>Code</b>
	Male or female who has completed an 8-year obligation.....	
	0	
A	Non-prior service male or female enlisting in the .....	
	7	
	Regular Navy prior to completion of an 8-year military obligation	
A	Male or female with prior service in a Regular .....	
	7	
	component of the Armed Forces enlisting in the Naval	
	Reserve prior to completion of an 8-year military obligation	
A	Ex-Midshipman (Naval Academy or NROTC), being placed.....	
	7	
	in the Naval Reserve upon disenrollment to complete an 8-year	
	military obligation	
B	Non-prior service male or female enlisting in the.....	
	8 Naval Reserve under Title 10 USC 511(b) (includes 2YO,	
	3YO, NAT and FTS Enlistment Programs)	
C	Male or female with prior service in a Reserve.....	4
	Component of the Armed Forces enlisting in the Naval	
	Reserve prior to completion of an 8-year Military obligation	
N	Male or female enlisting in the Naval Reserve upon enlistment	
	in an NROTC program .....	
	9	

**Note:** MOD Code for DEP members should be based, if appropriate, on the program enlisting when active duty/active duty for training starts. Males or females who have completed an eight year obligation; however, must always be coded "0."

**23. Item 19. Blocks 50 and 53: Name of Youth Program**

Program	Code
Naval Junior Reserve Officer Training Corps (NJROTC)	A
JROTC - Other Services (USAF, USA, USMC)	B
Naval Sea Cadet Corps (NSCC)	C
Civil Air Patrol (CAP)	D
Sea Exploring (SE)	E
Other Exploring (Air, Medical, Law, Fire Service, Police and General)	F
Boy Scouts of America (Non-exploring)	G
National Intercollegiate Flying Association (NIFA)	H
Boys State/Girls State (BS/GS)	J
4-H	K
Junior Achievement (JA)	M
Girl Scouts of American (GSA)	N
Camp Fire Girls (CFG)	P
Distributive Education Clubs of America (DECA)	R
Vocational Industrial Clubs of America	S
Future Farmers of America (FFA)	T
Future Homemakers of America (FHA)	X
Future Business Leaders of America (FBLA)	Z

**24. Item 19. Blocks 51 and 54: Last Year of Association.** Enter the last number of the year that the applicant was associated with the program entered in Block(s) 50 and/or 53. Use only the last calendar years (i.e., 8 for 2008, 9 for 2009, or 0 for 2010). If applicant was not associated with the program within the last three years, enter a “Y” in Block(s) 51 and/or 54.

**25. Item 19. Blocks 52 and 55: Years in Program.** Enter in one digit (0 through 9 as applicable) the number of years to the nearest full year enlistee affiliated. Enter “0” when affiliation is less than six-months, enter “1” when affiliation is six months or more. Enter “9” when affiliation is nine years or more.

**26. Item 19. Block 56:** Enter the one digit code to indicate type of last discharge received. For USN Future Sailors (Returning DEP) use “1”. For USNR Future Sailors use “0”.

Type Of Discharge	Code
Honorable	1
General	2
Undesirable	3
Bad Conduct	4
Dishonorable	5
No Prior Service	0

**27. Item 19. Block 57:** Enter “X”.

**28. Item 19. Blocks 58 and 59:** Reserve Active Duty Obligation (RADO). Enter the number of months, in two digits, for which the individual is being ordered to, or retained on, active duty. Enter a zero in both blocks for all USN enlistments; for NAT applicant enter “06” for total number of months. For FTS Program enter “48” for total number of months.

**29. Item 19. Blocks 60, 61, 62, 63, 64, and 65:** Leave blank for all USN enlistments. Enter the Current Active Duty Date (CADD) in YYMMDD format for all, NAT/NCS and FTS Program enlistments. The CADD is the date on which the current period of active duty began. The CADD will not in all cases be the same as the Active Duty Service Date (ADSD) entered in block 18b because the ADSD is a computed date, which includes all periods of prior active duty.

**30. Item 19. Blocks 66, 67, and 68:** Enter the Navy Advanced Programs Test (NAPT) score for all applicants who have taken the test whether or not they enlisted in the Nuclear Field Program. Block 66 must be an alpha character of J, K or L to denote which form of NAPT test was used. Blocks 67 and 68 must be numeric in the range 00 to 80 to indicate what the enlistee actually scored on the test. Enter “000” for applicants who did not take the NAPT.

**Example:** Applicant scored 72 on Form F of the NAPT. Entry: F72

**31. Item 19. Block 69:** Leave blank.

**32. Item 19. Block 70:** Leave blank.

**33. Item 19. Block 71:** Enter the one digit code to indicate applicant’s means of initial entry into military service:

Means of Entry	Code
Induction	A
Voluntary enlistment in an active component (Direct Shipper USN)	B
Voluntary enlistment in a reserve component for service in an active component Delayed Entry Program (DEP/DET) <b>Note: Use for USN (Returning DEP)</b>	C
Voluntary enlistment in a reserve component under 26 years of age, Any service, on or after 3 September 1963, which would include a Minimum of 4 months IADT.	G
Voluntary enlistment in a reserve component, any Service, on or after 1 June 1984 (Direct USNR) <b>Note: Use for USNR Future Sailors</b>	J
Not applicable	W
Other	X
Unknown	Z

(f) **Item 27.** Last Name, First Name, Middle Initial.

(g) **Item 28.** Social Security Number.

(5) **SECTION IV - CERTIFICATION**

(a) **Item 29. Certification of Applicant.** Recruiter must witness signature in this block. Applicant must not sign this item until he/she has completed all required items and is in the presence of the recruiter.

(b) **Item 30. Data Verification by Recruiter.** If a Birth Certificate, SSN Card and original High School Diploma are used, then all that is required is an “X” in the appropriate block. If any other document(s) is used for verification, place an “X” in the “other block” and list documents in Section VI, Remarks as per Section 010103.

a. Name (x one)		b. Age (x one)		c. Citizenship (x one)	
	(1) BIRTH CERTIFICATE		(1) BIRTH CERTIFICATE		(1) BIRTH CERTIFICATE
	(2) Other (Explain)		(2) Other (Explain)		(2) Other (Explain)
d. Social Security Number (SSN)(X one)		e. EDUCATION (X one)		f. OTHER DOCUMENTS USED	
	(1) SSN CARD		(1) DIPLOMA	If you choose item (1) for a,b,c,d and e leave this box blank, If you choose item (2) for any one item write See SEC VI and make required entry in SEC VI.	
	(2) OTHER (EXPLAIN)		(2) OTHER (EXPLAIN)		

**Sample Section VI Entry:** If a telephonic **DD Form 372** is used to verify name and citizenship.

**“Item 30 A, B, C, D & E Continued: DD Form 372 (telephonic) per PHONCON between EM1 I. M. Sailor, LPO/LCPO, NAVCRUITSTA Salem, OR and Ms. Annita Helper, Records Clerk, for Health Statistics, Oregon Health Division, Portland, OR conducted on (Date).”**

Place a copy of all documents used for verification in the enlistment package residual (NAVCRUIT 1133/100). Refer to Exhibit 010101 for packet distribution

For high school seniors (intended to graduate and enlisting in DEP) or applicants who are pursuing an accredited program that will yield HSDG status, enter **“WILL GRAD”** in block 30f **“Other Documents Used.”**

The **only** acceptable documents for verifying name, age, and citizenship are detailed in Volume II.

The **only** acceptable documents for verifying education are detailed in Volume II.

**(e) Item 32. Specific Options/Program Enlisted For, Military Skill, or Assignment to a Geographical Area Guarantees.**

**1. Item 32a.** This can be completed only after the applicant has been determined to be **fully** (medically, mentally, and morally) eligible for enlistment and qualified for the program desired. Additionally, all specific options must be entered in *Item 32a* and be acceptable to the applicant and within the limits prescribed by current directives. The Enlisted Classifier completes *Item 32a* at the time of DEP enlistment or, if not enlisting in DEP, at time of the direct-ship enlistment, by entering a brief description of the program and options that have been guaranteed and entered as annexes to DD Form 4. *Item 32a* **may not** be completed until necessary annexes have been completed for DD Form 4 and *Item 32a* entries must be in **complete agreement** with DD Form 4 annexes. Write in clear text English when completing *Item 32a*. The entry must include: program, active duty date, coast assignment, enlistment bonus and buddy program.

**Example:** Advanced Electronics Field – Advanced Electronics Computer Field (AEF/AECF 6YO) Program, Active Duty Date: 1 May 1997, Enlistment Bonus: \$1,500.00, Coast Assignment: None, Buddy Program with JONES, John P. 221-11-3333

**Note:** If coast assignment is guaranteed, then include the Control Number. If all program guarantees do not fit in Item 32a, continue Item 32a in Section VI.

**2. Item 32b.** Applicant must read.

**3. Item 32c. Applicant's Initials.** The MLPO/EPDS will ensure that applicants understand their enlistment options and initial in *Item 32c* in the MLPO/EPDS's presence.

**(f) Item 33. Certification of Recruiter or Acceptor.** The Navy representative will sign at the time the member enters DEP. The individual signing the acceptance of the applicant on behalf of the Navy must ascertain that the applicant is, in fact, fully qualified for enlistment and all options listed.. Item 33d should reflect the certifying witnesses I.D. in the same manner as block 17d. I.D. must reflect the NRD the Navy representative is assigned to.

**(6) SECTION V - RECERTIFICATION**

**(a) Item 34. Re-certification by Applicant and Correction of Data at Time of Active Duty Entry.**

**1.** Any changes made to DD Form 1966 or the **SF 86** after the applicant enlists in DEP or DET are made in Section V using the following procedures.



completion results in Section VI, Remarks, DD Form 1966/4. The following are samples of administrative remarks entries:

- a. To be used for PQS results.

**PQS requirements were/were not completed.**

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**(Name, Rank, Title)**

**(8) Section VII - Statement of Name For Official Military Records**

(a) **Item 37.** This item is provided in case applicants desire that their military records reflect a name other than that shown on the birth certificate. If the name desired in the military record is the same as the name on the birth certificate, enter "N/A" in *Item 37a*. The applicant's signature in *Item 37d(1)* must be witnessed by the recruiter in *Item 37e*. If it comes to the attention of MEPS that this has not been done, then the MLPO is authorized to witness this block.

(b) **Item 38. Name.** Enter Last Name, First Name, Middle Initial.

(c) **Item 39. Social Security Number.** Enter full SSN.

**(9) Section VIII - Parental Guardian Consent for Enlistment**

**(a) Item 40. Parent/Guardian Statements**

1. Parental consent is **only** required prior to initiating police record checks, completion of the **SF 86**, and before a physical examination is conducted at MEPS. Parental consent obtained for enlistment is recognized as proper consent for physical examination of 17-year-old Navy applicants.

2. Who can grant parental consent is often dependent upon a custody determination following divorce or other court action. A distinction must be drawn between "physical" custody, which describes where the minor actually resides, and "legal" custody, which describes the ability of a parent to make child-rearing decisions on behalf of the minor. For purposes of enlistment into the Navy, all persons with "legal" custody over the minor applicant must be contacted to give consent. Ordinarily, both parents will retain "legal" custody following a divorce. As a result, "physical" custody alone is not sufficient for single parent consent.

3. In all cases involving 17 year-old applicants, every effort must be made to obtain the consent of both parents. If one parent has deserted or disappeared, the custodial parent must complete, sign, and have notarized NAVCRUIT 1133/97, attesting to the particulars of the desertion or disappearance. A properly executed NAVCRUIT 1133/97 and the custodial parent's consent for enlistment satisfy the requirement for



**010213. REPORT OF MEDICAL EXAMINATION (DD FORM 2808), REPORT OF MEDICAL HISTORY (DD FORM 2807-1), AND MEDICAL HISTORY PROVIDER INTERVIEW (USMEPCOM FORM 40-1-15-1-E)**

a. These forms are completed by the applicant and the examining physician normally at the MEPS, at the time of physical examination. Prepare and distribute them for Navy applicants per the U. S. Navy Manual of the Medical Department (MANMED), Chapter 16 and this manual.

**010214. ENLISTMENT GUARANTEE ANNEX (NAVCRUIT 1133/52) ANNEX TO THE ENLISTMENT OR REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4)**

a. The NAVCRUIT 1133/52 must have the applicant's complete name and the applicant will sign his or her full name using black ink. The full name shall be typed below the signature.

b. The classifier shall sign on the line provided. His/her name and title shall be typed below the signature with by direction. Recruiter canvasser personnel (NEC-9585) shall not be authorized to sign, except for E5 through E9 who are specifically assigned as a classifier, MLPO, or Enlisted Processing Division Supervisor.

c. Instructions to complete the (NAVCRUIT 1133/52) and (NAVCRUIT 1133/72) to the enlistment contract are as follows:

(1). NPS and FTS Guarantee. Enlistment Guarantee (NAVCRUIT 1133/52) will be utilized for non prior service applicants with active duty programs (excluding JOG/PACT) and reserve applicants with the Full Time Support (FTS) program.

(a) In paragraph 1, the classifier shall enter "Reserve" or "Active" for the component. The active duty obligation shall be determined by the incentives listed in Option 1 through Option 4, with the remaining months of the MSO served in the IRR. The maximum amount of active duty obligation shall be 6 years or 72 months.

(b) If Options 2 through Option 4 are not used, the classifier shall place "N/A" by those options. When applicants elect the "Buddy Program", the name and social security number of their buddy shall be entered in Option 4.

(c) When filling out Block 5, enter "N/A" when the block is not applicable.

(2). PACT Guarantee. Professional Apprenticeship Career Track (PACT) Program Enlistment Guarantees (NAVCRUIT 1133/52) will be utilized for non prior service applicants that enlisted into the Professional Apprenticeship Career Track (PACT) Program.

own legible handwriting or typed written, and once completed will be retained in the residual file.

(a) No special criteria for the amount of monthly expenditures to be entered for housing, food, utilities, etc. can be established due to the variation in circumstances present in each individual case; however, for the benefit of those who must determine whether a dependency waiver is to be granted, questionable or unrealistic entries must be fully explained. An example of a questionable entry would be \$100 per month for food when the applicant has three dependents. While use of food stamps could explain the low amount, this must be explained in detail and attached to the form.

(b) A realistic breakdown of monthly expenditures for most families would include additional categories that are not indicated on the financial statement (e.g., clothing, automobile expenses that are not included in car payments [gas, oil, tires, tune-ups, insurance, etc.], entertainment, miscellaneous). Entry of these expenses are especially applicable when an applicant's income is reported at \$500 or \$600 per month or more, and monthly expenditures total \$300 or \$400 per month. The absence of these additional expenses is even more noticeable when little or no savings and/or checking account balances are indicated. In order for the total debt and total monthly payment data to have greater relevance for personnel reviewing the financial statement, each outstanding debt, and the monthly payment for each debt, must be indicated.

(c) Signature of spouse is mandatory, unless couple is legally separated, spouse resides outside the geographical area or refuses to sign. If this is the case, note the reason in item 16 of this form.

**Note:** Applicants in DEP over 90 days or who acquire dependents while in DEP are required to complete an updated Enlistee Financial Statement prior to shipping to RTC. Changes in dependency status must be reviewed, and if necessary, waived by the appropriate authority.

**010216. RECRUITER'S ENLISTMENT-REENLISTMENT CHECKOFF SHEET.** Use this form to process each applicant. When processing is completed, file the residual material in the envelope and keep in the residual file. This form is located in WebRtools.

#### a. Verification Requirements

(1) **LPO/LCPO.** Signs as a verifying official in the block. In the absence of the LPO/LCPO, the **Division Leading Chief Petty Officer** or individual designated as LPO/LCPO may sign as a verifying official.

(2) **Dep In Processor.** The Dep In Processor signs as a verifying official after completion of all required documents and before the applicant is sent for Entrance National Agency Check interview and swearing in ceremony. Any new information